

## RECREATION SPECIALIST

FLSA Code: N

Job Code: 5110

### GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate paraprofessional and administrative work planning and implementing specialized recreational programs and overseeing an assigned facility; does related work as required. Work is performed under the general supervision of a Recreation Supervisor. Supervision is exercised over part-time and volunteer staff.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and noise. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### ESSENTIAL FUNCTIONS/TYPICAL TASKS:

**Planning, organizing and implementing recreational programs and services for citizens of all ages; managing and coordinating programs and events in an assigned facility; supervising and instructing recreational programs; training seasonal and volunteer staff; preparing and maintaining records and files.**

Plans, coordinates and supervises a variety of programs for special groups such as teens or seniors;

Oversees, designs and implements programs and maintains activities schedules for the Cherry Hill historic farmhouse, Senior Center or Teen Center;

Plans, organizes and evaluates recreational programs for all segments, special groups and ages of the community;

Supervises fee class instructors, seasonal personnel and volunteers;

Gathers information and makes recommendations for the purchase of equipment, materials and supplies;

Oversees community center activities;

Interviews and recommends for hire part-time and/or seasonal personnel;

Prepares reports on recreational programs;

Provides information to the public regarding facility and recreational programs;

Responds to citizen and agency requests for information on recreational programs;

Evaluates recreational programs and instructors, volunteers and coaches;

Liaises with civic, community and school groups;

Performs related tasks as required.

### REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university with major course work in recreation, administration or related field and some experience in community recreational programs for teens and seniors; possession of appropriate certification for programs to which assigned; thorough knowledge of the philosophies, principles and practices of public recreation and historic site management, facilities and equipment needed for recreation programs; thorough knowledge of human behavior of individuals in groups participating in recreation programs; demonstrated ability to communicate effectively, both orally and in writing, develop and implement recreation programs and activities for participants and the general public and to prepare and maintain records and reports. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.